
86561 REPORTING REQUIREMENTS (Continued)**86561**

HANDBOOK BEGINS HERE

Health and Safety Code Section 1538.5 reads in part:

"(a)(1) Not less than 30 days prior to the anniversary of the effective date of any residential community care facility license, except licensed foster family homes, the department may transmit a copy to the board members of the licensed facility, parents, legal guardians, conservators, client's rights advocate, or placement agency, as designated in each resident's placement agreement, of all inspection reports given to the facility by the state department during the past year as a result of a substantiated complaint regarding a violation of this chapter relating to resident abuse and neglect, food, sanitation, incidental medical care, and residential supervision. During that one-year period the copy of the notices transmitted and the proof of the transmittal shall be open for public inspection."

"(b) The facility operator, at the expense of the facility, shall transmit a copy of all substantiated complaints, by certified mail, to those persons described pursuant to paragraph (1) of subdivision (a) in the following cases:

(1) In the case of any substantiated complaint relating to resident physical or sexual abuse, the facility shall have three days, from the date the facility receives the licensing report from the state department to comply.

(2) In any case in which a facility has received three or more substantiated complaints relating to the same violation during the past 12 months, the facility shall have five days from the date the facility receives the licensing report to comply."

"(c) Each residential facility shall retain a copy of the notices transmitted pursuant to subdivision (b) and proof of their transmittal by certified mail for a period of one year after their transmittal."

"(d) If any residential facility to which this section applies fails to comply with the provisions of this section, as determined by the department, the department shall initiate civil penalty action against the facility in accordance with the provisions of Article 3 (commencing with Section 1530) and the related rules and regulations."

"(e) The department shall notify the residential community care facility of its obligation when it is required to comply with this section."

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86561 REPORTING REQUIREMENTS (Continued)**86561**

- (i) The licensee shall ensure that the child's authorized representative is notified no later than the next working day if the following circumstances have occurred without the authorized representative's participation:
 - (1) The child has been placed in the facility under emergency circumstances.
 - (2) The child has been removed from the crisis nursery.
- (j) The licensee shall ensure that the child's authorized representative is sent prior written notification regarding the need for non-emergency relocation of the child to another facility.
- (k) The licensee shall notify the Department, in writing, within ten (10) days of any change in the facility administrator. The notification shall include the following:
 - (1) Name and residence and mailing addresses of the new administrator.
 - (2) Date he/she assumed his/her position.
 - (3) Description of his/her background and qualifications, including documentation of required education.
 - (A) A photocopy of the documentation shall be permitted.
- (l) The licensee shall notify the licensing agency in writing within ten working days of acquiring a new member of the board of directors. The notification shall include the following:
 - (1) Name and mailing address of the new member of the board of directors;
 - (2) Date he/she joined the board of directors, and
 - (3) A copy of the LIC 165 signed by the new member of the board of directors.
- (m) Incident Reports must include the following:
 - (1) Date, time, duration and location of the incident.
 - (2) A detailed narrative, describing the incident and the events leading up to incident.
 - (3) Analysis of the incident:

86561 REPORTING REQUIREMENTS (Continued)**86561**

- (A) Other reportable incidents involving the same child.
- (B) Description of other incidents.
 - 1. Dates of previous incidents.
 - 2. Types of incidents.
 - 3. Action taken by crisis nursery personnel in response to incidents.
- (C) The commonalities between this incident and other incidents involving the same child.
- (4) Description of the crisis nursery plan for the child, in response to the incident.
- (5) When the Incident Report is used to report a child's unexplained absence, the report must include the following:
 - (A) When and how was the child's absence first noted.
 - (B) If known, child's last known activities.
 - (C) What were the circumstances surrounding the child's absence.
 - (D) What action was taken by facility personnel to locate the child.
 - (E) If law enforcement was involved in the incident, a detailed description of the incident.
 - (F) Documentation that the child's authorized representative or legal guardian has been notified of the incident.
- (n) A crisis nursery shall submit to the Department by the fifth day of each month a report on LIC 9219 that indicates the total number of children placed in the crisis nursery, and shall include the following information:
 - (1) Specify whether each child is voluntarily placed by the parents or legal guardians or placed directly by the county child welfare services, and
 - (2) The length of stay for each child in the crisis nursery.
 - (3) Specify the number of children receiving crisis day care services.

86561 REPORTING REQUIREMENTS (Continued)**86561**

- (o) Original LIC 9219 reports shall be kept on file and available for review upon request by an authorized representative of the licensing agency.
 - (1) The LIC 9219 shall be kept by the crisis nursery for at least three years.
- (p) Before implementing any changes to the plan of operation, the licensee shall obtain written approval from the Department.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1507, 1516, 1520.1, 1522.41(b)(4), 1531, 1538.5, 1558.1, and 1562, Health and Safety Code; and 11406(c), Welfare and Institutions Code.

86562 FINANCES**86562**

- (a) The licensee shall meet the following financial requirements:
 - (1) Development and maintenance of a financial plan which ensures resources necessary to meet operating costs for care and supervision of children.
 - (2) Maintenance of financial records.
 - (3) Submission of financial reports as required upon the written request of the licensing agency.
 - (A) Such request shall explain the necessity for disclosure.
 - (B) The licensing agency shall have the authority to reject any financial report, and to request and examine additional information including interim financial statements. The reason(s) for rejection of the report shall be in writing.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1520 and 1531, Health and Safety Code.

86563**ACCOUNTABILITY****86563**

- (a) The licensee, is accountable for the general supervision of the crisis nursery, and for the establishment of policies concerning its operation.
 - (1) The governing body of the crisis nursery shall be active and functioning in order to ensure such accountability.
- (b) The board of directors shall be active in ensuring accountability and shall perform at a minimum, the following duties:
 - (1) Establish and approve policies and procedures governing the operation of the crisis nursery;
 - (2) Approve and monitor the corporation's operating budget;
 - (3) Assess and maintain the level of funds necessary to cover the costs of operating the crisis nursery;
 - (4) Employ an administrator who meets the requirements of Section 86564;
 - (5) Complete a written statement describing the duties delegated to the administrator. Provide a copy of this statement to the administrator and maintain a copy in the facility's file;
 - (6) Require that the administrator, or a designee be present at all board of directors meetings during which the operation or the policies of the crisis nursery are discussed;
 - (7) Conduct board of directors meetings at least on a quarterly basis to review and discuss the crisis nursery's operation, licensing reports, financial and program audit reports of the crisis nursery operation, special incident reports, and any administrative action against the licensee or its employees. Based upon the review, ensure that the crisis nursery complies with all applicable regulations;
 - (8) Ensure that minutes are kept for all board of directors meetings and retained as a permanent record. The minutes shall reflect the board's discussion of the documents specified in Section 86563 (b)(7) above;
 - (9) Ensure that all minutes of board of directors meetings are available for review by the Department; and
 - (10) Submit copies of all corporate documents to the licensing agency at the time documents are submitted to the Secretary of State.
- (c) The licensee shall provide each board of directors member with the "Facts You Need To Know, Crisis Nursery Board of Directors" (PUB 404) booklet made available by the Department.

86563 ACCOUNTABILITY (Continued)**86563**

- (d) The licensee shall require that each board of directors member sign and date the form LIC 165 as specified in Section 86518(h). The signed original form shall be maintained in the crisis nursery's administrative office.
- (1) A signed form shall be obtained from a prospective board of director's member before joining the board of directors.
 - (2) A permanent license shall not be issued until all members of the board of the directors have signed the form.
 - (3) The LIC 165 specified in (d) above shall be made available for review by the Department upon request.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86564 ADMINISTRATOR QUALIFICATIONS AND DUTIES**86564**

- (a) Any member of the governing board of the licensed corporation, shall be permitted to be the administrator provided that he/she meets the qualifications specified in this section.
- (b) The administrator shall have the following qualifications and shall perform the following duties:
- (1) Knowledge of the requirements for providing the type of care and supervision needed by children in crisis nurseries, including ability to communicate with such children.
 - (2) Knowledge of and ability to comply with applicable law and regulation.
 - (3) Ability to maintain or supervise the maintenance of financial and other records and the preparation of the crisis nursery's budget and management of expenditures.
 - (4) Ability to direct the work of others.
 - (5) Ability to establish the facility's policy, program and budget.
 - (6) Ability and responsibility to recruit, employ, train, and evaluate qualified staff, and to terminate employment of staff when necessary.
 - (7) Review of complaints made by children or their authorized representative(s), comply with applicable reporting requirements, and take appropriate action.

86564 ADMINISTRATOR QUALIFICATIONS AND DUTIES(Continued)**86564**

- (c) The administrator shall be on the premises for the number of hours necessary to manage and administer the crisis nursery in compliance with applicable law and regulation.
- (d) All licensees shall have an administrator who meets one of the following requirements:
 - (1) A Master's Degree from an accredited graduate school, or a state-approved graduate school. The Master's Degree shall be in social work or social welfare, marriage, family and child counseling, counseling psychology or human services. In addition, the administrator shall have documented ability and leadership through a minimum of three years of experience in the field of child or family services, two years of which have been in an administrative or managerial position.
 - (2) A Bachelor's Degree in a behavioral science from an accredited college or university. In addition, the administrator shall have demonstrated ability and leadership through a minimum of five years of experience in the field of child or family services, two years of which have been in an administrative or managerial position.
- (e) At all other times, when the administrator is absent from the crisis nursery, there shall be coverage by the lead caregiver. If the lead caregiver does not meet the administrator qualifications there shall be immediate access to the administrator or one who meets the administrator requirements. The lead caregiver shall have:
 - (1) Knowledge of the crisis nursery operations.
 - (2) Training in programs provided by the crisis nursery.
 - (3) Authority to correct deficiencies that constitute immediate threats to the health and safety of children in the crisis nursery.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1531, 1562, and 1538, Health and Safety Code.

86565 PERSONNEL REQUIREMENTS**86565**

- (a) The licensee shall employ those administrative, lead caregiver, caregiver, and volunteer and support staff necessary to perform the assigned duties specified in applicable law and regulation.
 - (1) The licensing agency shall have the authority to require any licensee to provide additional staff whenever the licensing agency determines and documents that additional staff are required for the provision of services necessary to meet the child(ren)'s needs. The licensee shall be informed in writing of the reasons for the licensing agency's determination.
- (b) All personnel shall be given a copy of their job duties and responsibilities, and shall have access to all other job duties and responsibilities.
- (c) The licensee shall be permitted to utilize fully trained volunteers as specified in Section 86565(v).
- (d) Crisis nursery personnel shall be at least 18 years of age.
- (e) The licensee shall provide for direct supervision of children during participation in or presence at potentially dangerous activities.
 - (1) An adult shall be present at all times while children are using a pool or other body of water.
 - (2) Adults who supervise while the children are using a pool or other body of water from which rescue requires the rescuer's ability to swim, shall have a current and valid water safety certificate.
- (f) All personnel shall be given on-the-job training or shall have related experience which provides knowledge of and skill in the following areas, as appropriate to the job assigned and as evidenced by safe and effective job performance.
 - (1) Principles of nutrition, food preparation and storage and menu planning.
 - (2) Housekeeping and sanitation principles.
 - (3) Care and supervision of children, including communication.
 - (4) Recognition of early signs of illness and the need for professional assistance.
 - (5) Availability of community services and resources.
 - (6) Emergency preparedness and evacuation.
 - (7) Recognition, identification and reporting of signs and symptoms of child abuse.

86565 PERSONNEL REQUIREMENTS (Continued)**86565**

- (g) All personnel, including the licensee, administrator and volunteers, shall be in good health, and shall be physically, mentally, and occupationally capable of performing assigned tasks.
 - (1) Except as specified in (3) below, good physical health shall be verified by a health screening, including a test for tuberculosis, performed by or under the supervision of a physician not more than one year prior to or seven days after employment or licensure.
 - (2) A health screening report signed by the person performing such screening shall be made on each person specified above, and shall indicate the following:
 - (A) The person's physical qualifications to perform the duties to be assigned.
 - (B) The presence of any health condition that would create a hazard to the person, clients or other staff members.
 - (3) The good physical health of each volunteer who works in the facility shall be verified by:
 - (A) A statement signed by each volunteer affirming that he/she is in good health.
 - (B) A test for tuberculosis performed not more than one year prior to or seven days after initial presence in the facility.
- (h) Personnel with evidence of physical illness that poses a threat to the health and safety of child(ren) shall be relieved of their duties.
- (i) Prior to employment or initial presence in the facility, all staff and volunteers subject to a criminal record review shall:
 - (1) Obtain a California clearance or a criminal record exemption as required by law or Department regulations or
 - (2) Request a transfer of a criminal record clearance as specified in Section 86519(f) or
 - (3) Request and be approved for a transfer of a criminal record exemption, as specified in Section 86519.1(r), unless, upon request for the transfer, the Department permits the individual to be employed, reside or be present at the facility.
- (j) At all times, there shall be coverage by qualified personnel to perform assigned tasks.
- (k) Personnel shall provide for the care and safety of children without physical or verbal abuse, exploitation or prejudice.

86565 PERSONNEL REQUIREMENTS (Continued)**86565**

- (l) All personnel shall be instructed to report observations or evidence of violations of any of the personal rights specified in Section 86572.
- (m) Lead caregivers, caregivers, and volunteers shall have a current and valid certificate verifying successful completion of pediatric first aid and pediatric cardiopulmonary resuscitation issued by the American Red Cross, the American Heart Association, a training program approved by the State Emergency Medical Service Authority, or from an accredited college or university.
- (n) The licensee shall develop, maintain and implement a written staff training plan for the orientation, continuing education, on-the-job training and development, supervision, and evaluation of all lead caregivers, caregivers, and volunteers. The licensee shall incorporate the training plan in the crisis nursery program statement.
- (o) The licensee shall designate at least one lead caregiver to be present at the crisis nursery at all times when children are present.
- (p) The lead caregiver shall have one of the following education and experience qualifications:
 - (1) Completion of 12 postsecondary semester units, or equivalent quarter units, with a passing grade, in early childhood education or child development at an accredited or approved college or university and 6 months of work experience in a licensed group home, licensed infant care center, or comparable group child care program.
 - (A) At least three semester units, or equivalent quarter units, shall include coursework in the care of infants.
 - (B) At least three semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.
 - (C) The written verification of experience shall include statements that the individual worked satisfactorily for at least three hours per day for 50 days in a six-month period, as a paid or volunteer staff member, and that a person who would qualify as a lead caregiver under these regulations supervised the experience.
 - (2) A current and valid Child Development Associate (CDA) credential, with the appropriate age level endorsement issued by the CDA National Credentialing Program, and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program.
 - (A) The lead caregiver shall provide verification of the work experience, as specified in Section 86565(n)(1)(C) above, from the National Credentialing Program, 2460 16th Street, Northwest, Washington, D.C. 20009, (1-800-424-4310).

86565 PERSONNEL REQUIREMENTS (Continued)**86565**

- (B) At least three semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.
- (3) A current and valid Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing pursuant to California Code of Regulations, Title 5, Sections 80105 through 80116.
 - (A) At least three semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.
- (q) Lead caregivers shall have a minimum of 24 hours of training and orientation before working with children under six years of age.
- (r) The written staff training plan shall require the lead caregiver to receive and document a minimum of 24 hours of annual training.
 - (A) Annual training may include the following topics: the development of children from birth through five; bonding and attachment; language acquisition; basic life support including best methods of toilet training; cultural competency; separation; grieving; discipline and limit setting; sexual abuse; communication enhancement; preventive health practices, and the dynamics of various causes and effects of family function and dysfunction; family counseling techniques; family education and support.
 - (B) Documentation of training shall include the date of training, the location, the title, a brief description of the training, names and signatures of staff attending onsite training, independent third-party verification of offsite training (i.e., official grade slips, transcripts, certificates, signed documentation from an approved or accredited institution or a licensee association), hours of training, name and qualifications of trainer(s).
- (s) Caregiver staff shall complete a minimum of 24 hours of initial training and shall be included in the written staff training plan.
 - (1) The training plan shall include caregiver job shadowing activities, that include:
 - (A) A description of specific activities observed;
 - (B) Job classification of the individual being shadowed;
 - (C) Time spent on each activity; and
 - (D) Skill to be developed through each job shadowing activity.

86565 PERSONNEL REQUIREMENTS (Continued)**86565**

- (2) The training plan shall include for each training session the following:
 - (A) Course title and subject matter;
 - (B) Learning objectives and activities;
 - (C) Number of hours per training session;
 - (D) Qualifications of the trainer; and
 - (E) Training evaluation.
- (t) The initial 24 hours of training for caregiver staff shall be comprised of the eight- and 16-hour training as specified in (t)(1) and (t)(2) below:
 - (1) Eight-Hour Training
 - (A) Training shall be completed before new caregiver staff are:
 - 1. Responsible for supervising children,
 - 2. Left alone with children, and
 - 3. Counted in the staff to child ratio required in Sections 86565.5 and 86565.7.
 - (B) Until the eight hours of training are completed, new caregiver staff shall be visually supervised at all times by the lead caregiver.
 - (C) A maximum of four hours of the training requirement shall be satisfied by successful completion of job shadowing.
 - 1. For purposes of this regulation, job shadowing means a process whereby new caregiver staff follow and observe experienced crisis nursery personnel performing a specific job. The purpose of job shadowing is to gain information related to a specific job including, materials used, physical demands, necessary skills and knowledge.
 - 2. During shadowing, the experienced crisis nursery personnel being shadowed must be performing child care duties and counted in the staff to child ratios, as required in Section 86565.5.
 - 3. Job shadowing shall promote the development of specific skills.

86565

PERSONNEL REQUIREMENTS (Continued)

86565

- (D) Successful completion of job shadowing shall be verified by a statement completed by the experienced crisis nursery personnel being shadowed.
 - (E) Within seven-calendar days of completion of the eight-hour training, the administrator or administrator's designee shall assess if each caregiver staff understands and can apply the training.
 - 1. The assessment may include observation of performance, post-testing or demonstrated hands-on competency.
 - 2. The assessment shall be documented in each caregiver staff personnel record.
 - 3. When the administrator or administrator's designee determines a caregiver staff does not understand and cannot apply the training, re-training is required.
- (2) Sixteen hours of training shall be completed by new caregiver staff within 90 days of hire.
- (A) Within 30 days of completion of the 16-hour training, the administrator or administrator's designee shall assess if each newly hired caregiver staff understands and can apply the training.
 - 1. The assessment may include observation of performance, post-testing or demonstrated hands-on competency.
 - 2. The assessment shall be documented in each caregiver staff personnel record.
 - 3. When the administrator or administrator's designee determines a caregiver staff does not understand and cannot apply the training, re-training is required.
 - (B) Training shall include, at a minimum, all topics listed in (B)1. through (B)17. below. The licensee shall determine how much time is spent on each topic, and shall ensure that caregiver staff have appropriate skills necessary to supervise the children in care.
 - 1. Overview of the client population served by the crisis nursery;
 - 2. Facility's program and services, including program philosophy, activities and community resources;
 - 3. Facility's policies and procedures, including reporting requirements to the Department and as a mandated child abuse reporter;
 - 4. Caregiver workers' job description, including roles and responsibilities;

86565 PERSONNEL REQUIREMENTS (Continued)**86565**

5. Role of other crisis nursery personnel;
 6. Discipline policies and procedures;
 7. Emergency response as specified in the emergency plan;
 8. Teamwork and interpersonal communication among crisis nursery personnel and children and the child's family members;
 9. Teamwork and intra-crisis nursery communication;
 10. The role of placement workers and the role of the parent or legal guardian when a child is placed;
 11. Medication procedures, assistance with medication, universal precautions, recognition of early signs of illness and the need for professional assistance, and other health related issues;
 12. Crisis nursery children's adjustment to group care;
 13. Housekeeping and sanitation principles; principles of nutrition, food preparation and storage and menu planning;
 14. California Code of Regulations, Title 22, Division 6, Chapter 7.3, Crisis Nurseries;
 15. Availability of community services and resources;
 16. Recreation activities and resources; and
 17. Families in crisis and stressful family situations.
- (C) The training requirement shall be satisfied by successful completion of course work conducted in a workshop, seminar, classroom setting, individual or small group setting by a qualified individual.

86565 PERSONNEL REQUIREMENTS (Continued)**86565**

1. A qualified individual shall possess: a) a master's degree in a behavioral science from an accredited college or university and one year experience as an administrator, social worker, child care staff, or independent contractor providing direct social work activities in a residential care facility for children; or, b) a master's degree and one year of work experience with the client population served or a bachelor's degree and two years of work experience with the client population served; or, c) a licensed mental health professional, as defined in California Code of Regulations Title 9, Chapter 12, Section 1901(p) or, d) a certificate or credential from an accredited course of study or educational institution in the subject matter for which the individual will be providing training; e) or, an individual who has provided training to staff in a residential care facility for children for three years and has at least three years work experience in the subject matter of the training.
 - (D) Documentation of successful completion of training shall be maintained in the personnel record for each child care staff.
- (3) The 24-hour initial training is in addition to first aid and CPR training.
- (u) All caregiver staff shall complete a minimum of 20 hours of annual training.
 - (1) At least 5 hours of the annual training shall consist of course work from an entity other than the crisis nursery, such as an accredited educational institution, workshops, seminars, or other direct training provided by a qualified individual who meets the requirements specified in Section 86565(t)(2)(C)1., who is not affiliated with the crisis nursery licensee.
 - (2) Annual training may include, but is not limited to, the following topics:
 - (A) Neglect/abuse issues;
 - (B) Attachment issues;
 - (C) Behavior problems/psychological disorders;
 - (D) Mental health/behavioral interventions;
 - (E) Substance abuse issues;
 - (F) Cultural diversity;

86565 PERSONNEL REQUIREMENTS (Continued)**86565**

- (G) Child development;
- (H) Importance of sibling and family relationships;
- (I) Placement agencies and the placement process;
- (J) Topics listed in Sections 86565(t)(2)(B)1. through 17.
- (3) Training topics shall be appropriate for the population of children served and services provided by the facility.
- (4) The training requirement may be satisfied by successful completion of course work conducted in a workshop, seminar, or classroom setting, individual or small group setting by a qualified individual.
- (5) Documentation of successful completion of training shall be maintained in the personnel record for each caregiver staff.
- (6) Annual training is in addition to first aid and CPR training.
- (v) The training plan shall address the initial 28 hours training requirements for volunteers. Volunteers shall complete eight- and 20-hour training specified in (v)(1) and (v)(2) below.
 - (1) Prior to assuming the duties and responsibilities of caring for children in a crisis nursery and being counted in the staff-to-child ratio, volunteers shall complete at least eight hours of initial training, as follows:
 - (A) Four hours of crisis nursery job shadowing with a trained and experienced caregiver or lead caregiver. Successful completion of job shadowing shall be verified by a statement completed by the experienced staff being shadowed. The training shall include the following:
 - 1. Specific activities;
 - 2. Time spent on each activity; and
 - 3. The type of skill developed through each job shadowing activity.
 - (B) Two hours of review of Title 22, Division 6, Chapter 7.3, Crisis Nursery regulations.

86565 PERSONNEL REQUIREMENTS (Continued)**86565**

- (C) Two hours of review of a crisis nursery program, including:
 - 1. The crisis nursery mission statement and
 - 2. The goals and objectives, and special needs of the client population served.
- (2) Within 90 days, volunteers who are included in the staff-to-child ratio shall complete at least 20 hours of training, as follows:
 - (A) Twelve hours of pediatric first aid, and pediatric cardiopulmonary resuscitation.
 - (B) Eight hours of child care health and safety issues, which may include the topics specified in Section 86565(t)(2)(B)1. through 17. above.
- (3) Within 30 calendar days of completion of both the eight-hour and 20-hour training, the administrator or administrator's designee shall assess if each volunteer understands and can apply the training.
 - (A) The assessment may include observation of performance, post testing or demonstrated hands-on competency.
 - (B) The assessment shall be documented in each volunteer staff personnel record.
 - (C) When the administrator or administrator's designee determines a caregiver staff member does not understand and cannot apply the training, retraining is required.
- (w) Volunteers who have completed a background check, CACI check, and TB test, but have not completed the 28 hours of training may assist a fully trained caregiver or lead caregiver in performing child care duties.
 - (1) Volunteers who have not completed the 28 hours of training shall have the following restrictions:
 - (A) Shall not be left alone with children.
 - (B) Shall always be under the direct supervision and observation of a fully trained caregiver or lead caregiver.
 - (C) Shall not be counted in meeting the minimum staff-to-child ratio requirements as specified in Section 86565.5.

86565 PERSONNEL REQUIREMENTS (Continued)**86565**

- (x) Volunteers shall meet the annual training requirements as specified in Section 86565(u).
- (y) Documentation of successful completion of volunteer training shall be maintained in the personnel record for each volunteer.
- (z) Upon employment, staff shall receive copies of the removal and/or discharge procedures specified in Section 86568.4, the discipline policies and procedures specified in Section 86572.1, and the complaint procedures specified in Section 86572.2.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1522, 1531, 1526.8, 1562, and 1596.866, Health and Safety Code; and 11467.1, Welfare and Institutions Code.

86565.2 PERSONNEL DUTIES**86565.2**

- (a) Lead caregiver, caregiver and volunteer staff shall perform, at a minimum, the following duties:
 - (1) Supervision, protection and care of children individually and in groups at all times.
 - (2) Assistance to each child in working with a group and in handling individual problems.
 - (3) Administration of discipline and setting of limits for behavior.
 - (4) Notation of the child's progress; identification of the possible need for professional services; and communication of such findings to professional staff.
- (b) Support staff may include, but not be limited to, the following duties:
 - (1) Office work.
 - (2) Cooking.
 - (3) Housecleaning.
 - (4) Laundering.
 - (5) Maintenance of facility buildings, grounds, fixtures, furniture, equipment and supplies.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1526.8, and 1531, Health and Safety Code.

86565.5**STAFF TO CHILD RATIOS****86565.5**

- (a) There shall be at least one fully qualified and employed lead caregiver staff person on site at all times.
- (b) There shall be at least one employed staff person present for every volunteer caregiver used by the crisis nursery for the purpose of meeting the minimum caregiver staffing requirements.
- (c) There shall be at least one employed staff or volunteer caregiver for each group of three children, or fraction thereof, from 7 a.m. to 7 p.m.
- (d) There shall be at least one paid caregiver or volunteer caregiver for each group of four children, or fraction thereof, from 7 p.m. to 7 a.m.
- (e) There shall be at least one staff person or volunteer caregiver awake at all times from 7 p.m. to 7 a.m.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1526.8, and 1531, Health and Safety Code.

86566**PERSONNEL RECORDS****86566**

- (a) Personnel records shall be maintained on the licensee, administrator, lead caregiver, caregiver, volunteer caregiver and any other employee of the crisis nursery and shall contain the following information:
 - (1) Employee's full name.
 - (2) Driver's license number if the employee is to transport children.
 - (3) Date of employment.
 - (4) Duties of the employee.
 - (5) A statement signed by the employee/volunteer that he/she is at least 18 years of age.
 - (6) Home address and phone number.
 - (7) Documentation of the educational background, training and/or experience of employees/volunteers.
 - (8) Past experience, including types of employment and former employers.
 - (9) A health screening specified in Section 86565(g).

86566 PERSONNEL RECORDS (Continued)**86566**

- (10) Tuberculosis test documents as specified in Section 86565(g).
- (11) For employees required to be fingerprinted pursuant to Section 86519:
 - (A) A signed statement regarding their criminal record history.
 - (B) Documentation of either a criminal record clearance or exemption.
- (b) All personnel records shall be retained for at least three years following termination of employment including the termination date.
- (c) All personnel records shall be available to the licensing agency to inspect, audit, and copy upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the following requirements:
 - (1) Licensing representatives shall not remove any current emergency and health-related information for current personnel unless the same information is otherwise readily available in another document or format.
 - (2) Prior to removing any records, a licensing representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the administrator or designee.
 - (3) Licensing representatives shall return the records undamaged and in good order within three business days following the date the records were removed.
- (d) In all cases, personnel records shall document the hours actually worked.
- (e) All personnel records shall be maintained at the facility site.
 - (1) The licensee shall be permitted to retain such records in a central administrative location provided that they are readily available to the licensing agency at the facility site.
- (f) The licensee shall also maintain the following information in the personnel records:
 - (1) Complete job descriptions on all positions within the facility.
 - (2) A description of all staff assignments, including information regarding lines of authority and staff responsibilities.

86566 PERSONNEL RECORDS (Continued)**86566**

- (3) A dated employee time schedule developed at least monthly, displayed conveniently for employee reference, and containing the following information for each employee:
 - (A) Name.
 - (B) Job title.
 - (C) Hours of work.
 - (D) Days off.
- (4) A record of each work performance evaluation and any correspondence with the employee.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1531, and 1562, Health and Safety Code.

86568.1 INTAKE PROCEDURES**86568.1**

- (a) The licensee shall develop, maintain, and implement intake procedures which meet the requirements specified in this section.
- (b) The crisis nursery may conduct an initial assessment by telephone to obtain the following information:
 - (1) Parent's name and phone number.
 - (2) Determining the family crisis or stressful situation.
 - (3) The age and physical and mental health of the child.
 - (4) A determination that the crisis nursery can meet the needs of the child.
 - (5) The child's expected length of stay.
- (c) Prior to a child being placed in a crisis nursery, the following requirements shall be met.
 - (1) The information specified in Sections 86570(b)(1) through (13) shall be obtained from the child's parent, legal guardian, authorized representative, or the placement agency, if any.

86568.1 INTAKE PROCEDURES (Continued)**86568.1**

- (A) For county placements, if the information is not completed by a placement agency, the licensee shall make telephone and/or written requests for the information to the child's placement agency and/or authorized representative, and shall record and retain the details of those requests.
- (2) The crisis nursery shall obtain the information specified in (b) above if not already obtained by an initial phone assessment.
- (d) The crisis nursery shall make a determination based on the information specified in paragraph (b), if obtained, and (c) above, to determine whether the crisis nursery can provide the services necessary to meet the child's needs.
 - (1) The crisis nursery shall not admit any child, if it is determined that the crisis nursery cannot meet the child's needs.
- (e) If the child is accepted for placement, the following requirements shall be met:
 - (1) Completion of an admission form developed by the crisis nursery which shall include a description of the family history, child health information, emergency information, dietary requirements, daily needs, habits or routines, and the disciplinary methods used by the parents.
 - (2) Obtain signed consent by the parent, legal guardian, or authorized representative for medical care.
 - (3) Obtain signed consent by the parent, legal guardian or authorized representative to administer medication to the child.
 - (4) Completion of the initial assessment plan as specified in Section 86568.2.
 - (5) Ensure that the parents, legal guardians, or authorized representatives understand, sign, and receive a copy of the following:
 - (A) Personal rights as specified in Section 86572.
 - (B) Discipline policies and procedures as specified in Section 86572.1.
 - (C) Complaint procedures as specified in Section 86572.2.
 - (D) Removal and Discharge procedures as specified in Section 86568.4.

86568.1 INTAKE PROCEDURES (Continued)**86568.1**

- (f) In addition to the requirements specified in this section, an admission agreement shall be completed and signed by the child's authorized representative when a county places a child in a crisis nursery. The admission agreement shall at a minimum contain the following information:
- (1) Basic services.
 - (2) Available optional services.
 - (3) Payment provisions, including the following:
 - (A) Basic rate.
 - (B) Optional services rates.
 - (C) Payor.
 - (D) Due date.
 - (E) Frequency of payment.
 - (4) Right of the licensing agency to perform the duties authorized in Sections 86544(b) and (c).
 - (5) Conditions under which the agreement may be terminated.
 - (6) The facility's policy concerning family visits and other communication with clients, pursuant to Health and Safety Code Section 1512.

HANDBOOK BEGINS HERE

Section 1512 of the Health and Safety Code provides, in part:

This policy shall be designed to encourage regular family involvement with the client and shall provide ample opportunities for family participation in activities at the facility.

HANDBOOK ENDS HERE

- (g) The admission agreement shall be signed and dated acknowledging the contents of the document, by the child's authorized representative and the licensee or the licensee's designated representative no later than seven calendar days following admission.
- (h) Modifications to the admission agreement shall be made whenever circumstances covered in the agreement change, and shall be signed and dated by the licensee and the child's authorized representative.

86568.1 INTAKE PROCEDURES (Continued)**86568.1**

- (i) The licensee shall retain in the child's file the initial admission agreement and all subsequent modifications.
 - (1) The licensee shall provide a copy of the current admission agreement to the child's authorized representative.
- (j) The licensee shall comply with all terms and conditions set forth in the admission agreement.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86568.2 INITIAL ASSESSMENT PLAN**86568.2**

- (a) At the time of placement, the licensee or a designated person shall develop an Initial Assessment Plan which identifies the immediate needs of the child, and shall include the following:
 - (1) Name.
 - (2) Age.
 - (3) Physical limitations.
 - (4) History of infections or contagious diseases, if known.
 - (5) History of other medical, emotional, behavioral or physical problems, if known.
 - (6) Plan for providing services to meet the individual needs identified above.
 - (7) Planned length of stay.
- (b) Within seven days of placement, the initial assessment plan shall also address and work towards alleviating the family crisis or stressful situation by including the following:
 - (1) Identify the family crisis or stressful situation
 - (2) Identify the services to be provided by the crisis nursery in cooperation with community resources. These services may include referrals to appropriate family treatment, counseling and prevention services.
 - (3) Visitation, including the frequency of and any limitations on visits inside and outside the crisis nursery.

86568.2 INITIAL ASSESSMENT PLAN**86568.2**

- (c) The licensee shall ensure that the child's parent, guardian, or authorized representative(s) are offered the opportunity to participate in the development of the initial assessment plan.
- (d) Once the initial assessment plan is completed, the signatures of the parents, legal guardians or authorized representatives of the child and the signature of the licensee or the licensee's designee is required.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86568.4 REMOVAL AND DISCHARGE PROCEDURES**86568.4**

- (a) The licensee or designee shall develop, maintain and implement written policies and procedures governing a child's removal and/or discharge from the crisis nursery.
 - (1) The child's parent, guardian, or authorized representative(s) shall receive copies of such policies and procedures.
 - (2) Signed copies of such policies and procedures shall be maintained in the child's record, as specified in Section 86570.
- (b) If it is determined that the facility cannot meet the needs of the child, the licensee shall notify the child's parent, guardian, or authorized representative(s) of the determination and request that the child be placed elsewhere.
- (c) Nothing in this section is intended to prevent the child's removal from the facility under emergency circumstances by an authorized person or agency.

HANDBOOK BEGINS HERE

Examples of such emergency circumstances include:

- (1) When removal is necessary because the health and safety of the child or of other children in the facility is endangered by the child's continued presence in the facility.
- (2) Removal for emergency medical or psychiatric care.
- (3) Relocation by the child's authorized representative(s).

HANDBOOK ENDS HERE

86568.4 REMOVAL AND DISCHARGE PROCEDURES (Continued)**86568.4**

- (d) Crisis nursery staff shall develop and maintain a written removal or discharge record containing the information specified in Sections 86570(g).

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86570 CHILDREN'S RECORDS**86570**

- (a) A separate, complete, and current record shall be maintained in the crisis nursery for each child.
- (b) Each record must contain information including, but not limited to, the following:
- (1) Name of child.
 - (2) A recent photograph and physical description of the child.
 - (3) Birth date.
 - (4) Sex.
 - (5) Names, addresses, and telephone numbers of the parent, guardian, or authorized representative.
 - (6) A signed copy of the admission agreement for county placements.
 - (7) Name, address and telephone number of physician and dentist, and other medical and mental health providers, if any.
 - (8) Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding control and custody of medications.
 - (9) The name, address, and telephone number of all adults with whom the child was living immediately prior to the current placement.
 - (10) Dental and medical history, if available, including immunization records; and physician's orders for any medically necessary diet as specified in Section 86576.
 - (11) The child's court status, if applicable, including a copy of any custody orders and agreements with parent(s) or person(s) having legal custody.
 - (12) A request in writing that a parent not be allowed to visit a child or take a child from the crisis nursery provided the custodial parent has shown a certified copy of a court order.

86570 CHILDREN'S RECORDS (Continued)**86570**

- (13) A list of persons who should not be allowed to visit.
- (14) Consent forms, completed by the child's parent, legal guardian, or authorized representative(s), to permit the facility to authorize medical care.
- (15) Date of admission.
- (16) The child's initial assessment plan.
- (c) All information and records obtained from or regarding the child shall be confidential.
 - (1) The licensee shall be responsible for safeguarding the confidentiality of record contents.
 - (2) Except as specified in (d) below, or as otherwise authorized by law, the licensee and all employees shall not reveal or make available confidential information.
- (d) All child records shall be subject to reproduction by the licensing agency upon demand during normal business hours.
 - (1) A child's records shall also be open to inspection by the client's parent, legal guardian or authorized representative, if any.
- (e) The information specified in (b)(1)-(15) above must be updated as necessary to ensure the accuracy of the client's record.
- (f) Original or photographic reproduction of all client records shall be retained for at least three years following termination of service to the client.
- (g) If it is determined that the child is to be removed or discharged from the crisis nursery, the following information shall be maintained in the child's record:
 - (1) Date the child's authorized representative(s) was notified of the necessity for the child's removal or discharge.
 - (2) The name, address, and relationship to the child of the person to whom the child was released.
 - (3) Reason for the child's removal or discharge.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1507, 1516, and 1531 Health and Safety Code.

86572 PERSONAL RIGHTS**86572**

- (a) The caregiver shall ensure that each child is accorded the personal rights specified in this section.
- (b) Each child's parent, legal guardian or authorized representative, shall be personally advised, and given at admission, a copy of the rights specified in (c) below.
- (c) Each child shall have personal rights which include but are not limited to the following:
 - (1) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment that are appropriate to his/her age and needs.
 - (2) To be treated with respect and to be free from physical, sexual, emotional or other abuse.
 - (3) To have fair and equal access to all available services, placement, care, treatment, and benefits, and to be treated with respect and to be free from discrimination, intimidation or harassment based on sex, actual or perceived race, ethnic group identification, color, religion, ancestry, national origin, mental or physical disability, medical condition, HIV status, or sexual orientation or perception.
 - (4) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature including but not limited to interference with the daily living functions of eating, sleeping, or toileting, or withholding of shelter, clothing, or aids to physical functioning.
 - (5) To receive adequate and healthy food.
 - (6) To be provided adequate clothing and personal items.
 - (A) To wear his/her own clothes.
 - (7) To receive necessary medical, dental, vision, and mental health services.
 - (8) To be free of the administration of medication or chemical substances, unless authorized by a physician and, if required, by court order.
 - (9) To have social contacts with people outside of the crisis nursery, such as teachers, church members, mentors and friends.
 - (10) To contact and visit family members, unless prohibited by court order.
 - (11) To contact social workers, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASA), and probation officers.

86572 PERSONAL RIGHTS (Continued)**86572**

- (12) To have visitors, provided the rights of others are not infringed upon, including:
 - (A) Relatives, during waking hours, unless prohibited by court order, or by the child's parent, legal guardian, or authorized representative.
 - (B) Authorized representative.
 - (C) Other visitors, unless prohibited by court order or by the child's parent, legal guardian or authorized representative.
- (13) To contact Community Care Licensing Division of the California Department of Social Services, or the State Foster Care Ombudsman regarding violations of rights, to speak to representatives of these offices confidentially and to be free from threats or punishments for making complaints.
 - (A) The child's parent, legal guardian, or authorized representative shall be informed by the caregiver of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding the confidential registration of complaints.
- (14) To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order.
 - (A) Reasonable restrictions may be imposed by the placement worker/caregiver to calls and correspondence.
 - (B) Other reasonable restrictions may be imposed. The licensee may:
 - 1. Request long distance cost reimbursement, for calls made by the child, from the child's parent, legal guardian or authorized representative;
 - 2. Be permitted to deny the making of long distance calls by the child upon verification that previous long distance calls have not been paid.
 - 3. Ensure that telephone use does not infringe upon the rights of others, nor tie up the phone during emergencies;
 - (C) To have access to letter writing material.
- (15) To be free to attend religious services and activities of his/her choice and to have visits from the spiritual advisor of his/her choice.

86572 PERSONAL RIGHTS (Continued)**86572**

- (16) To be accorded the independence appropriate to the child's age, maturity, and capability, and to attend and participate in extracurricular, cultural, and personal enrichment activities, consistent with the child's age and developmental level.
- (17) To not be locked in any room, or building.
 - (A) The caregiver shall not be prohibited by this provision from locking exterior doors and windows or from establishing house rules for the protection of the children so long as the children can exit from the crisis nursery.
- (18) Not to be placed in any restraining device. Postural supports may be used if they are approved in advance by the licensing agency as specified in (A) through (F) below.
 - (A) Postural supports shall be limited to appliances or devices including braces, spring release trays, or soft ties, used to achieve proper body position and balance, to improve a child's mobility and independent functioning, or to position rather than restrict movement including, but not limited to, preventing a child from falling out of bed, a chair, etc.
 - 1. Physician-prescribed orthopedic devices such as braces or casts used for support of a weakened body part or correction of body parts are considered postural supports.
 - (B) All requests to use postural supports shall be in writing and include a written order of a physician indicating the need for such supports. The licensing agency shall be authorized to require other additional documentation in order to evaluate the request.
 - (C) Approved postural supports shall be fastened or tied in a manner which permits quick release by the resident.
 - (D) The licensing agency shall approve the use of postural supports only after the appropriate fire clearance, as required by Sections 86520(a) or (b), has been secured.
 - (E) The licensing agency shall have the authority to grant conditional and/or limited approvals to use postural supports.
 - (F) Under no circumstances shall postural supports include tying of, or depriving or limiting the use of, a child's hands or feet.
 - 1. A bed rail that extends from the head half the length of the bed and used only for assistance with mobility shall be allowed with prior licensing approval. Bed rails that extend the entire length of the bed are prohibited.

86572 PERSONAL RIGHTS (Continued)**86572**

- (G) Protective devices including, but not limited to, helmets, elbow guards, and mittens which do not prohibit a child's mobility but rather protect the child from self-injurious behavior are not to be considered restraining devices for the purpose of this regulation. Protective devices may be used if they are approved in advance by the licensing agency as specified below.
1. All requests to use protective devices shall be in writing and include a written order of a physician indicating the need for such devices. The licensing agency shall be authorized to require additional documentation including, but not limited to, the Individual Program Plan (IPP) as specified in Welfare and Institutions Code Section 4646, and the written consent of the authorized representative, in order to evaluate the request.
 2. The licensing agency shall have the authority to grant conditional and/or limited approvals to use protective devices.
- (H) Under no circumstances shall postural supports or protective devices be used for disciplinary purposes.
- (19) To be free to attend court hearings and speak to the judge.
- (20) To be accorded dignity in his/her personal relationships with other persons in the crisis nursery.
- (A) To be free from unreasonable searches of person.
 - (B) To be free from unreasonable searches of personal belongings.
- (21) To have all the child's court records be confidential, consistent with existing law.
- (d) Nothing in this section shall be interpreted to require the licensee to take any action that would impair the health and safety of children in out-of-home placement.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code; Section 16001.9, Welfare and Institutions Code; and Unruh Civil Rights Act, Civil Code Section 51.

86572.1 DISCIPLINE POLICIES AND PROCEDURES**86572.1**

- (a) The licensee shall develop, maintain and implement a written discipline policies and procedures plan.
- (b) The licensee or designee shall provide a copy of the discipline policies and procedures to parents, staff, legal guardian, and authorized representatives.
- (c) Discipline for children under the age of six years shall be education-based, consistent among caregivers, and include the following:
 - (1) Redirecting the child's attention.
 - (2) Focusing on the rule to learn and the reason for the rule.
 - (3) Providing acceptable alternatives.
 - (4) Providing time away from the precipitating situation.
 - (5) Arranging the environment to allow safe testing of limits.
- (d) Discipline shall not include confinement to cribs, high chairs, playpens or other similar furniture or equipment.
- (e) The licensee shall prohibit any form of discipline that violates a child's personal rights as specified in Section 86572.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86572.2 COMPLAINT PROCEDURES**86572.2**

- (a) The licensee shall develop, maintain and implement written complaint procedures by which children, parents, legal guardians, or authorized representatives are permitted to file complaints, without fear of retaliation, with the facility administrator regarding facility staff or operations.

HANDBOOK BEGINS HERE

The Child's parents, legal guardians or their authorized representatives may file complaints with the licensing agency.

HANDBOOK ENDS HERE

86572.2 COMPLAINT PROCEDURES (Continued)**86572.2**

- (1) Parents, staff, legal guardian, or authorized representatives shall receive copies of such procedures.
- (2) Signed copies of such procedures shall be maintained in each child's record.
- (3) Such procedures shall be posted in a location in the crisis nursery which is accessible to children, their parents, legal guardians or authorized representatives.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86574 TRANSPORTATION**86574**

- (a) The licensee shall ensure that all transportation provided for children in their care is provided in vehicles that are in safe operating condition and that the drivers comply with all applicable laws.
- (b) No child shall be left unattended in a vehicle.
- (c) The licensee or designee shall secure children in the vehicle in an appropriate restraint device according to the California Vehicle Code and, if applicable, the manufacturers' instructions for the infant car seat(s).
 - (1) The licensee or designee shall use other restraint or protective devices that are required due to the child's disabilities or physical and medical condition.
 - (2) The licensee or designee shall secure children in the vehicle so that the child is not in danger of being injured by the vehicle's airbag.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86575 HEALTH RELATED SERVICES**86575**

- (a) The licensee shall ensure that each child receives necessary first aid and other needed medical or dental services, including arrangement for and/or provision of transportation to the nearest available services.
- (b) When a child has a health condition that requires the administration of medication, the licensee shall ensure that the caregiver shall:
 - (1) Assist children with self-administration as needed.
 - (2) Ensure that instructions are followed as outlined by the appropriate medical professional.
 - (3) Medication shall be stored as instructed in the original container with the original unaltered label in a locked and safe area that is not accessible to children.
 - (4) Prescription medication must be administered as per directions on the label or as advised by the physician in writing.
 - (5) Non-prescription medication must be administered as directed by the appropriate medical professional and documented by the caregiver.
 - (6) The administration of PRN medication shall also require documentation by the caregiver of the date, time and dose of medication administered.
 - (7) If the child can not determine his/her own need, the caregiver shall determine need in accordance with medical instructions.
- (c) Prescription medications which are not taken with the client upon termination of services, or which are not to be retained shall be destroyed by the facility administrator, or a designated substitute, and one other adult.
 - (1) Both shall sign a record, to be retained for at least one year, which lists the following:
 - (A) Name of the client.
 - (B) The prescription number and the name of the pharmacy.
 - (C) The drug name, strength and quantity destroyed.
 - (D) The date of destruction.

86575 HEALTH RELATED SERVICES (Continued)**86575**

- (d) Staff responsible for providing direct care and supervision shall receive training in pediatric first aid and pediatric CPR from persons qualified by agencies including but not limited to the American Red Cross.
 - (1) The licensee shall maintain copies of unexpired pediatric first aid and pediatric CPR certificates documenting the training required.
- (e) First aid supplies shall be maintained and be readily available in an easily identifiable location in the facility.
 - (1) The supplies shall include at least the following:
 - (A) A current edition of a first aid manual approved by the American Red Cross, the American Medical Association or a state or federal health agency.
 - (B) Sterile first aid dressings.
 - (C) Bandages or roller bandages.
 - (D) Adhesive tape.
 - (E) Scissors.
 - (F) Tweezers.
 - (G) Thermometers.
 - (H) Antiseptic solution.
- (f) There shall be at least one person capable of and responsible for communicating with emergency personnel in the crisis nursery at all times. The following information shall be readily available:
 - (1) The name, address and telephone number of each child's physician and dentist, and other medical and mental health providers, if any.
 - (2) The name, address and telephone number of each emergency agency, including but not limited to the fire department, crisis center or paramedical unit. There shall be at least one medical resource available to be called at all times.
 - (3) The name and telephone number of an ambulance service.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1502, 1507, 1516, and 1531, Health and Safety Code.

86576 FOOD SERVICES**86576**

- (a) Crisis nurseries shall provide meals to children, as follows:
- (1) All food shall be safe and of the quality and in the quantity necessary to meet the needs of the children in a crisis nursery. All food shall be selected, stored, prepared and served in a safe and healthful manner.
 - (A) Each meal shall include, at a minimum, the amount of food components as specified by Title 7, Code of Federal Regulations, Part 226.20, (Revised January 1, 1990) Requirements for Meals, for the age group served.

HANDBOOK BEGINS HERE

- (A) REQUIREMENTS FOR MEALS: (as specified by Title 7, Code of Federal Regulations, Part 226.20.)

	Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast	4-6 fl. oz. formula 1	4-8 fl. oz. formula 1 or breast milk. 0-3 Tbsp. infant cereal 2 (optional).	6-8 fl. oz. formula 1, breast milk, or whole milk. 2-4 Tbsp. infant cereal 2. 1-4 Tbsp. fruit and/or vegetable.
Lunch or Supper	4-6 fl. oz. formula 1	4-8 fl. oz. formula 1 or breast milk. 0-3 Tbsp. infant cereal 2 (optional). 0-3 Tbsp. fruit and/or vegetable (optional).	6-8 fl. oz. formula 1, breast milk, or whole milk. 2-4 Tbsp. infant cereal 2 and/or 1-4 Tbsp. meat, fish, poultry, egg yolk, or cooked dry beans or peas, or 1/2-2 oz. cheese or 1-4 oz. cottage cheese, cheese food, or cheese spread. 1-4 Tbsp. fruit and/or vegetable.

HANDBOOK CONTINUES

86576 FOOD SERVICES (Continued)

86576

HANDBOOK CONTINUES

	Birth through 3 months	4 through 7 months	8 through 11 months
Supplement	4-6 fl. oz. formula ¹ .	4-6 fl. oz. formula ¹ .	2-4 fl. oz. formula ¹ , breast milk, whole milk, or fruit juice ³ . 0-1/2 bread or 0-2 crackers (optional) ⁴ .

- 1 Shall be iron-fortified infant formula.
- 2 Shall be iron-fortified dry infant formula.
- 3 Shall be full-strength fruit juice.
- 4 Shall be from whole-grain or enriched meal or flour.

(NOTE: Caution should be used with foods that can cause choking in young children and infants [under 4 years of age]. Such foods include, but are not limited to, nuts, e.g., peanuts; popcorn; large pieces of raw vegetables; large grapes; and hot dogs.)

BREAKFAST

- (1) The minimum amount of food components to be served as breakfast as set forth in paragraph (a)(1) of [7 CFR, Part 226.20, Revised January 1, 1990] are as follows:

Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12
Milk			
Milk, fluid.	1/2 cup ²	3/4 cup	1 cup
Vegetables and Fruits			
Vegetable(s) and/or fruit(s) or Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice	1/4 cup	1/2 cup	1/2 cup
	1/4 cup	1/2 cup	1/2 cup

HANDBOOK CONTINUES

86576 FOOD SERVICES (Continued)

86576

HANDBOOK CONTINUES

Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12
Bread and Bread Alternates ³	1/2 slice	1/2 slice	1 slice
Bread			
or			
Cornbread, biscuits, rolls, muffins, etc. ⁴	1/2 serving	1/2 serving	1 serving
or	1/4 cup or 1/3 oz.	1/3 cup or 1/2 oz.	3/4 cup or 1 oz.
Cold dry cereal ⁵			
or	1/4 cup	1/4 cup	1/2 cup
Cooked cereal			
or			
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
or			
Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate.	1/4 cup	1/4 cup	1/2 cup

- 1 Children age 12 and up may be served adult size portions based on the greater food needs of older boys and girls, but shall be served not less than the minimum quantities specified in this section for children 6 up to 12.
- 2 For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.
- 3 Bread, pasta, or noodle products, and cereal grains, shall be wholegrain or enriched; cornbread, biscuits, rolls, muffins, etc., shall be made with wholegrain or enriched meal or flour; cereal shall be wholegrain or enriched or fortified.
- 4 Serving sizes and equivalents to be published in guidance materials by FNS.
- 5 Either volume (cup) or weight (oz.) whichever is less.

(NOTE: Caution should be used with foods that can cause choking in young children and infants [under 4 years of age]. Such foods include, but are not limited to, nuts, e.g., peanuts; popcorn; large pieces of raw vegetables; large grapes; and hot dogs.)

HANDBOOK CONTINUES

86576 FOOD SERVICES (Continued)**86576****HANDBOOK CONTINUES****LUNCH OR SUPPER**

- (2) The minimum amounts of food components to be served as lunch or supper as set forth in paragraph (a)(2) of ...[7 CFR, Part 226.20, Revised January 1, 1990] are as follows:

Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12
Milk			
Milk, fluid.	1/2 cup ²	3/4 cup	1 cup
Vegetables and Fruits ³			
Vegetable(s) and/or fruit(s)	1/4 cup total	1/2 cup total	3/4 cup total
Bread and Bread Alternates ⁴	1/2 slice	1/2 slice	1 slice
Bread or Cornbread, biscuits, rolls, muffins, etc. ⁵	1/2 serving	1/2 serving	1 serving
or Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
or Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate.	1/4 cup	1/4 cup	1/2 cup
Meat and Meat Alternates	1 oz.	1-1/2 oz.	2 oz.
Lean meat or poultry or fish ⁶ or Cheese	1 oz. 1 egg	1-1/2 oz. 1 egg	2 oz. 1 egg
or Eggs	1/4 cup	3/8 cup	1/2 cup
or Cooked dry beans or peas or			

HANDBOOK CONTINUES

86576 FOOD SERVICES (Continued)

86576

HANDBOOK CONTINUES

Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp.	3 tbsp.	4 tbsp.
or Peanuts or soy nuts or tree nuts or seeds ⁷	1/2 oz.8 = 50%	3/4 oz.8 = 50%	1 oz.8 = 50%
or An equivalent quantity of any combination of the above meat/meat alternates.			

- 1 Children age 12 and up may be served adult size portions based on the greater food needs of older boys and girls, but shall be served not less than the minimum quantities specified in this section for children age 6 up to 12.
- 2 For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.
- 3 Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
- 4 Bread, pasta or noodle products, and cereal grains shall be wholegrain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with wholegrain or enriched meal or flour.
- 5 Serving sizes equivalents to be published in guidance materials by FNS.
- 6 Edible portion as served.
- 7 Tree nuts and seeds that may be used as meat alternates are listed in program guidance.
- 8 No more than 50% of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

(NOTE: Caution should be used with foods that can cause choking in young children and infants [under 4 years of age]. Such foods include, but are not limited to, nuts, e.g., peanuts; popcorn; large pieces of raw vegetables; large grapes; and hot dogs.)

HANDBOOK CONTINUES

86576 FOOD SERVICES (Continued)

86576

HANDBOOK CONTINUES

SUPPLEMENTAL FOOD

- (3) The minimum amounts of food components to be served as supplemental food as set forth in paragraph (a)(3) of ...[7 CFR, Part 226.20, Revised January 1, 1990] are as follows. Select two of the following four components. (Juice may not be served when milk is served as the only other component.)

Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12
Milk			
Milk, fluid.	1/2 cup ²	1/2 cup	1 cup
Vegetables and Fruits			
Vegetable(s) and/or fruit(s)			
Or			
Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.	1/4 cup	1/2 cup	1/2 cup
	1/4 cup	1/2 cup	1/2 cup
Bread and Bread Alternates ³	1/2 serving	1/2 serving	1 serving
Bread	1/4 cup or 1/3 oz.	1/3 cup or 1/2 oz.	3/4 cup or 1 oz.
Or			
Cornbread, biscuits, rolls			
Or	1/4 cup	1/4 cup	1/2 cup
Muffins, etc. ⁴	1/4 cup	1/4 cup	1/2 cup
or			
Cold dry cereal ⁵			
or	1/4 cup	1/4 cup	1/2 cup
Cooked cereal			
or			
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
or			
Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate.	1/2 cup	1/2 cup	3/4 cup
	1/4 cup	1/4 cup	1/2 cup

HANDBOOK CONTINUES

86576 FOOD SERVICES (Continued)

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HANDBOOK CONTINUES

Food Components	Age 1 and 2	Age 3 through 5	Age 6 through 12
Meat and Meat Alternates			
Lean meat or poultry or fish ⁶			
or	1 tbsp	1 tbsp	2 tbsp
Cheese			
or			
Eggs	1 oz.	1/2 oz.	1 oz.
or			
Cooked dry beans or peas	1 egg	1 egg	1 egg
(continued)			
	2 oz. or 1/4 cup	2 oz. or 1/4 cup	4 oz. or 1/2 cup
or			
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp.	3 tbsp.	4 tbsp.
or			
Peanuts or soy nuts or tree nuts or seeds ⁷	1/2 oz. ⁸ = 50%	3/4 oz. ⁸ = 50%	1 oz. ⁸ = 50%
or			
Yogurt, plain, or sweetened and flavored			
or			
An equivalent quantity of any combination of the above meat/meat alternates.			

- 1 Children age 12 and up may be served adult size portions based on the greater food needs of older boys and girls, but shall be served not less than the minimum quantities specified in this section for children age 6 up to 12.

HANDBOOK CONTINUES

HANDBOOK CONTINUES

- 2 For purposes of the requirements outlined in this paragraph, a cup means a standard measuring cup.
- 3 Bread, pasta or noodle products, and cereal grains shall be wholegrain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with wholegrain or enriched meal or flour; cereal shall be wholegrain or enriched or fortified.
- 4 Serving sizes and equivalents to be published in guidance materials by FNS.
- 5 Either volume (cup) or weight (oz.), whichever is less.
- 6 Edible portion as served.
- 7 Tree nuts and seeds that may be used as meat alternates are listed in program guidance.

(NOTE: Caution should be used with foods that can cause choking in young children and infants [under 4 years of age]. Such foods include, but are not limited to, nuts, e.g., peanuts; popcorn; large pieces of raw vegetables; large grapes; and hot dogs.)

HANDBOOK ENDS HERE

- (2) Where all food is provided by the crisis nursery, arrangements shall be made so that each child has available at least three meals per day.
 - (A) Not more than 15 hours shall elapse between the third meal of one day and first meal of the following day.
- (3) Menus shall be written at least one week in advance and copies of the menus as served shall be dated and kept on file for at least 30 days. Menus shall be made available for review by the child's parent, legal guardian or authorized representative and the licensing agency upon request.
- (4) Modified diets prescribed by a client's physician as a medical necessity shall be provided.
 - (A) The licensee shall obtain and follow instructions from the physician or dietitian on the preparation of the modified diet.
- (5) Commercial foods shall be approved by appropriate federal, state and local authorities. All foods shall be selected, transported, stored, prepared and served so as to be free from contamination and spoilage and shall be fit for human consumption. Food in damaged containers shall not be accepted, used or retained.
- (6) Except upon written approval by the licensing agency, meat, poultry and meat food products shall be inspected by state or federal authorities. Written evidence of such inspection shall be available for all products not obtained from commercial markets.

86576 FOOD SERVICES (Continued)**86576**

- (7) All home canned foods shall be processed in accordance with standards of the University of California Agricultural Extension Service. Home canned foods from outside sources shall not be used.
- (8) If food is prepared off the facility premises, the following shall apply:
 - (A) The preparation source shall meet all applicable requirements for commercial food services.
 - (B) The facility shall have the equipment and staff necessary to receive and serve the food and for cleanup.
 - (C) The facility shall maintain the equipment necessary for in-house preparation, or have an alternate source for food preparation, and service of food in emergencies.
- (9) All persons engaged in food preparation and service shall observe personal hygiene and food services sanitation practices which protect the food from contamination.
- (10) All foods or beverages capable of supporting rapid and progressive growth of microorganisms which can cause food infections or food intoxications shall be stored in covered containers at 45 degrees F (7.2 degrees C) or less.
- (11) Pesticides and other similar toxic substances shall not be stored in food storerooms, kitchen areas, food preparation areas, or areas where kitchen equipment or utensils are stored.
- (12) Soaps, detergents, cleaning compounds or similar substances shall be stored in areas separate from food supplies.
- (13) All kitchen, food preparation, and storage areas shall be kept clean, free of litter and rubbish, and measures shall be taken to keep all such areas free of rodents, and other vermin.
- (14) All food shall be protected against contamination. Contaminated food shall be discarded immediately.
- (15) All equipment, fixed or mobile, dishes, and utensils shall be kept clean and maintained in safe condition.
- (16) All dishes and utensils used for eating and drinking and in the preparation of food and drink shall be cleaned and sanitized after each usage.
 - (A) Dishwashing machines shall reach a temperature of 165 degrees F (74 degrees C) during the washing and/or drying cycle to ensure that dishes and utensils are cleaned and sanitized.

86576 FOOD SERVICES (Continued)**86576**

- (B) Facilities not using dishwashing machines shall clean and sanitize dishes and utensils by an alternative comparable method.
- (17) Equipment necessary for the storage, preparation and service of food shall be provided, and shall be well-maintained.
- (18) Tableware and tables, dishes, and utensils shall be provided in the quantity necessary to serve children in the crisis nursery.
- (19) The licensing agency shall have the authority to require the facility to provide written information, including menus, regarding the food purchased and used over a given period when it is necessary to determine if the licensee is in compliance with the food service requirements in the regulations in this Division.
 - (A) The licensing agency shall specify in writing the written information required from the licensee.
- (b) Written menus shall be posted weekly in an area accessible to the staff and children.
- (c) The licensee shall meet the following food supply and storage requirements:
 - (1) Supplies of staple nonperishable foods for a minimum of one week and fresh perishable foods for a minimum of two days shall be maintained on the premises.
 - (2) Freezers shall be large enough to accommodate required perishables and shall be maintained at a temperature of zero degrees F (-17.7 degrees C).
 - (3) Refrigerators shall be large enough to accommodate required perishables and shall maintain a maximum temperature of 45 degrees F (7.2 degrees C).
- (d) Meals shall be age-appropriate for food groups, special needs, and portion control.
- (e) Meals shall vary weekly for children no longer on an infant bottle as a primary source of nutrition.
- (f) Children who are not bottle-fed, as a primary source of nutrition, shall be given at least three nutritious snacks daily.
- (g) Staff shall not serve a child food to which the child has an allergy or as indicated in the child's record.
- (h) The facility shall not serve honey or corn syrup to any infant.

86576 FOOD SERVICES (Continued)**86576**

- (i) Crisis nursery staff supervising children under the age of six years shall wash their hands with antibacterial soap and water before each meal as follows:
 - (1) Using only soap in a dispenser, either liquid or powder.
 - (2) Using only disposable paper towels or an air drying machine for hand drying.
- (j) To the extent possible meals shall be served in a group setting.
 - (1) Mealtimes shall be flexible and children shall be allowed to eat frequently.
 - (2) Commercially prepared baby food in jars shall be transferred to a dish before being fed to an infant.
 - (A) The staff shall discard any food left over in the dish at the end of the meal.
- (k) The staff shall use appropriate seating equipment while feeding children under the age of six years.
 - (1) Children under the age of six years who are unable to sit unassisted shall be held by fully trained crisis nursery staff.
 - (2) If staff use high chairs or feeding tables, the high chairs or feeding tables shall have the following:
 - (A) A wide base.
 - (B) A safety strap shall be properly secured around the child or a tray that properly latches on both sides.
 - (3) Staff shall not allow an infant to pull on, climb on, climb into, or stand up in a high chair.
- (l) There shall be an individual feeding plan for each infant that includes the following:
 - (1) The feeding schedule.
 - (2) The kind of milk or formula.
 - (3) The schedule for introduction of solid and new foods.
 - (4) Food consistency.
 - (5) Food likes and dislikes.

86576 FOOD SERVICES (Continued)**86576**

- (6) Food allergies.
- (7) Schedule for introduction of cups and utensils.
- (m) Staff shall feed an infant according to the individual plan.
 - (1) Fully trained staff shall hold the infant while bottle-feeding, unless it is necessary to protect the infant from over stimulation during mealtimes.
 - (2) If an infant holds the bottle, it shall be unbreakable and the child shall not be allowed to carry a bottle while ambulating.
 - (3) At no time shall a bottle be propped for an infant.
- (n) The crisis nursery shall not use the food preparation area for the following:
 - (1) Children's play activities, unless such activities are part of a supervised food education program.
 - (2) Napping.
 - (3) Children's passageway, while food is being prepared or served.
 - (4) Bathing infants or rinsing diapers or clothing.
- (o) Bottles and nipples shall be sterilized using any of the following methods after each use:
 - (1) Boiled for a minimum of five minutes and air dried.
 - (2) Soaked for a minimum of one minute in a sterilizing solution using one-half cup bleach and five gallons of water and air dried.
 - (3) Washed and sterilized using a commercial bottle sterilizer according to the manufacturer's directions or a dishwasher.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86577 PERSONAL SERVICES**86577**

- (a) The staff shall keep children under the age of six years clean and dry at all times.
- (b) The staff shall wash his/her hands with soap and water before and after each diaper change or toilet training session.
 - (1) Staff shall use only soap in a dispenser, either liquid or powder.
 - (2) Staff shall use only disposable paper towels in an appropriate holder or dispenser or an air drying machine, for hand drying.
- (c) Staff shall diaper each infant on a changing table, or on a changing pad placed on the floor, which meets the following specifications:
 - (1) Has a padded surface no less than one inch thick, covered with washable vinyl or plastic.
 - (2) Is in good repair and safe condition.
 - (3) Is located outside the kitchen/food preparation area.
 - (4) Is disinfected after each use, even when disposable covers are used.
 - (5) If disposable paper towels or similar materials cover infant changing tables or pads, they shall be discarded following each diaper change.
 - (6) Changing tables shall have raised sides at least three inches high.
 - (7) Changing tables and pads shall be placed within arms reach of a sink, when in use.
 - (8) No infant shall be left unattended while on a changing table
- (d) Children shall be toilet trained according to a written toilet training plan.
 - (1) The written plan shall be developed by the licensee and placing agency in consultation with the child's parent, legal guardian or authorized representative and include:
 - (A) The method of toilet training.
 - (B) How to introduce and use appropriate training equipment.
 - (C) How to introduce and use appropriate clothing.
 - (D) Specifications regarding whether to use diapers.

86577 PERSONAL SERVICES (Continued)**86577**

- (2) If children use potty chairs, staff shall assure the following:
 - (A) Potty chairs are placed on the floor and used according to the manufacturer's instructions.
 - (B) Contents are emptied into a flushing toilet promptly after each use.
 - (C) The surfaces are thoroughly cleaned and disinfected after each use.
 - (D) Children do not play with potty chairs.
 - (E) No child shall be left unattended while on a potty chair or seat.
- (3) Staff shall instruct and help children in hand washing after use of the toilet.
- (e) Sleeping arrangements shall meet the following requirements:
 - (1) Only one child at a time shall occupy a crib, floor mat, cot, or bed.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86578 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION**86578**

- (a) A crisis nursery may provide temporary emergency care to children under six years of age who have been taken into protective custody of, or are placed directly by, the county child welfare services system that has assumed responsibility for the care of the children.
- (b) The licensee shall provide care and supervision as necessary to meet the children's needs at all times.
- (c) The licensee shall provide those services identified in each child's initial assessment plan.
- (d) The licensee shall not allow visiting by an apparently intoxicated individual or one who disrupts the child care function of the crisis nursery.
- (e) When necessary, the licensee shall provide each child a personal, seasonally-appropriate wardrobe.
- (f) Staff shall inventory and label each child's clothing and personal belongings.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86578.1 SANITATION REQUIREMENTS**86578.1**

- (a) The licensee shall ensure that staff use universal health precautions and preventive health practices including the following:
- (1) Wear latex gloves and eye protective gear when dealing with bleeding wounds and/or handling objects contaminated with blood.
 - (2) Wash hands before and after diapering, after handling objects contaminated with secretions (saliva, blood, nasal discharge) or excreta, and before and after meals.
 - (3) Assure that the children wash their hands after toileting and before meals.
 - (4) Thoroughly wash bedding, towels, and washcloths used on or by infants daily or more often, if necessary.
 - (5) Thoroughly wash toys.
 - (A) Clean and disinfect daily all frequently touched toys in rooms occupied by diapered children.
 - (B) Clean and disinfect weekly, and when soiled, toys in rooms occupied by non-diapered children.
 - (6) Dispose of potentially infectious waste in containers closed and inaccessible to children.
 - (7) Cover open wounds, cuts or sores with bandages.
 - (8) Wipe noses with disposable, one-use tissues.
 - (9) Clean up blood spills promptly with a freshly prepared solution of 1/4 cup household bleach to one gallon of water or equally effective commercial disinfecting solution.
 - (10) Dispose of all blood and secretion contaminated items in containers that cannot be opened by the children.
 - (11) Keep all items used by animals beyond the reach of infants.
- (b) Staff shall clean those areas used by staff that care for infants or which infants have access as follows:
- (1) Vacuum or sweep, and mop with a disinfectant the uncarpeted floors at least daily or more often if soiled.

86578.1 SANITATION REQUIREMENTS (Continued)**86578.1**

- (2) Vacuum carpeted floors and large unwashable throw rugs at least daily and clean them at least every six months or more often if soiled.
- (3) Shake or vacuum small washable rugs at least daily and wash them at least weekly or more often if soiled.

HANDBOOK BEGINS HERE

To clean carpets and large rugs, licensees may rent commercial cleaning machines or hire a professional cleaning service.

HANDBOOK ENDS HERE

- (4) Wash walls and portable partitions with a disinfectant at least weekly or more often if soiled.
- (5) Wash and disinfect high chairs, feeding tables, food preparation areas, bathtubs, changing areas, toilets, and potty chairs at least daily.
- (6) Wash and disinfect at least daily, or more often if soiled, objects mouthed by infants, such as but not limited to, toys and blankets.
- (7) Use washing/disinfecting solutions as follows:
 - (A) Freshly prepare it each day, using 1/4 cup of bleach per gallon of water, or
 - (B) Use commercial disinfecting solutions according to label directions.
- (c) The bedding of infants shall meet the following standards:
 - (1) Each infant shall have bedding replaced when wet or soiled.
 - (2) Staff shall wipe crib mattresses with a detergent/disinfectant daily and when soiled or wet.
 - (3) Staff shall place soiled bedding in a suitable container, inaccessible to children.
- (d) Staff shall handle soiled disposable diapers as follows:
 - (1) Discard them as recommended on the packaging, or
 - (2) Place them in an airtight container for daily disposal outside the facility and
 - (3) Sanitize any soiled diaper containers daily.

86578.1 SANITATION REQUIREMENTS (Continued)**86578.1**

- (e) Staff shall handle soiled cloth diapers as follows:
 - (1) Place them in an airtight container.
 - (2) Rinse, wash, and sanitize them daily.
 - (3) If the facility uses a diaper service, staff shall place the diapers in the diaper service company's container for pickup, as instructed by the diaper service.
- (f) After each diaper change, staff shall wash and disinfect soiled items and surfaces around the diaper changing area, including but not limited to the following:
 - (1) Walls and floors surrounding the immediate diaper changing area.
 - (2) Dispensers for talc, lotion, soap and paper towels.
 - (3) Countertops, sinks, drawers and cabinets.
 - (4) Sinks used to wash infants or to rinse soiled clothing or diapers.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

86579 PLANNED ACTIVITIES**86579**

- (a) The licensee shall provide a variety of developmental activities designed to meet the physical, cognitive, social, and emotional needs of the children including, but not limited to, the following:
 - (1) Parent, legal guardian, or family member involvement in the care giving, if appropriate.
 - (2) Predictable and consistent daily scheduling that balances the following:
 - (A) Group and individual activities.
 - (B) Active and quiet play.
 - (C) Structured and flexible play.
 - (D) Rest.
 - (E) Eating.

86579 PLANNED ACTIVITIES (Continued)**86579**

- (F) Toileting.
- (G) Individual attention to the child by crisis nursery staff.
- (H) Holding, if in the initial assessment plan.
- (3) Opportunity for ever increasing self-care.
- (4) Preparation for transitions in daily activities and changes in the daily schedule.

HANDBOOK BEGINS HERE

Following is an example of a goodbye ritual that prepares a child for the transition from a visiting mother to the crisis nursery.

The parent and child settle into a quiet place and the parent reads the child a story. The parent then calls the lead caregiver and the three of them walk to the door together. On the way, they discuss the fact that the parent is leaving and talk about when the parent will return. The lead caregiver remains with the child after the parent leaves and is available to respond to sadness, anger or other emotions expressed by the child. This ritual provides consistency for the child.

HANDBOOK ENDS HERE

- (5) The opportunity to nap or rest without distraction or disturbance from other activities.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

86580 CRISIS DAY CARE**86580**

- (a) A crisis nursery may provide crisis day care services, as defined in Section 86501(c)(17), for children under the age of six years at the same site as the crisis nursery.

HANDBOOK BEGINS HERE

Section 1596.792 of the Health and Safety Code reads in part:

This chapter and Chapters 3.5 (commencing with Section 1596.90) and 3.6 (commencing with Section 1597.30) do not apply to...any crisis nursery, as defined in Subdivision (a) of Section 1516.

HANDBOOK ENDS HERE

86580 CRISIS DAY CARE (Continued)**86580**

- (1) A child may not receive day care services at a crisis nursery for more than 30 calendar days in a six-month period unless the Department issues an exception.
 - (2) A child who is receiving day care services shall be counted in the licensed capacity.
 - (3) A child placed by the county and receiving day care services shall be counted in the limitation on county placements as specified in Section 86528(f).
- (b) A crisis nursery offering day care services shall be governed by all the provisions in this chapter, including the following:
- (1) The licensee shall maintain, and implement a written procedure to sign the child in/out of the crisis day care and shall, at a minimum, include the following:
 - (A) The person who brings the child to, and removes the child from, the center shall sign the child in/out.
 - (2) The authorized person as specified in Section 86570(b)(5) who signs the child in/out shall use his/her full legal signature and shall record the time of day.
 - (3) The licensee may use LIC 9219A as a sign in/out form.
 - (4) The sign-in and sign-out sheets with the signatures required by this section shall be kept for one month and shall be available at the center for review by the Department.
 - (5) The licensee shall be responsible for ensuring that children with obvious symptoms of illness including, but not limited to, fever or vomiting, are not accepted.
 - (6) The licensee shall develop and implement a written inspection procedure that shall include the following:
 - (A) No child shall be accepted without contact between crisis nursery staff and the person bringing the child to the crisis nursery.
 - (B) The licensee shall require that the person bringing the child to the crisis day care remain until the child is accepted.
 1. After the child has been determined to be without obvious signs of illness and has been accepted, the crisis nursery shall require that the person sign the child in.

86580 CRISIS DAY CARE (Continued) 86580

- (7) A crisis nursery shall be equipped to isolate and care for any child who becomes ill during the day.
 - (A) The isolation area shall be located to afford easy supervision of children by staff.
 - (B) The isolation area shall be equipped with a mat, cot, couch, crib or bed for each ill child.
 - (C) The isolation area shall not be located in the kitchen area or the general-use toilet area.
- (8) When the child becomes ill enough to require isolation, the licensee shall make every effort to immediately notify the child's parent, legal guardian or authorized representative, and shall ask to have the child removed from the crisis nursery as soon as possible.
- (9) Any unusual behavior, any injury or signs of illness requiring assessment and/or administration of first aid by staff shall be reported to the child's parent, legal guardian or authorized representative and documented and the document placed in the child's file.
- (10) Crisis day care napping equipment shall meet the following requirements:
 - (A) Cots used for napping shall be maintained in a safe condition.
 - (B) Floor mats used for napping shall be:
 - 1. Constructed of foam at least 3/4 inch thick.
 - 2. Covered with vinyl or similar material that can be wiped.
 - 3. Marked or colored so that the sleeping side can be distinguished from the floor side.
 - 4. Wiped with a detergent/disinfectant weekly or when soiled or wet.
 - 5. Maintained in a safe condition with no exposed foam.
 - (C) Each cot or mat shall be equipped with a sheet to cover the cot or mat and, depending on the weather, a sheet and/or blanket to cover the child.
 - 1. Bedding shall not be shared by different children without first laundering the bedding.

86580**CRISIS DAY CARE (Continued)****86580**

2. Bedding shall be individually stored so that each child's bedding is identifiable and no child's used bedding comes into contact with other bedding.
 3. Sheets shall be washed weekly or when soiled or wet.
 4. Blankets shall be cleaned or changed when soiled.
- (D) Napping equipment shall be arranged so that each child has access to a walkway without having to walk on or over the cots or mats of other children.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501 1516, 1531, and 1596.792, Health and Safety Code.

Article 7. PHYSICAL ENVIRONMENT**86586 ALTERATIONS TO EXISTING BUILDINGS OR NEW FACILITIES 86586**

- (a) Prior to construction or alterations, the licensee shall notify the licensing agency of the proposed change.
- (b) The licensing agency shall have the authority to require that the licensee have a building inspection by a local building inspector if the agency suspects that a hazard to the children's health and safety exists.
- (c) Prior to construction or alterations, state or local law requires that all facilities secure a building permit.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86587 BUILDING AND GROUNDS 86587

- (a) The crisis nursery shall be clean, safe, sanitary and in good repair at all times for the safety and well-being of the children, staff and visitors.
 - (1) The licensee shall take measures to keep the facility free of flies and other insects.
 - (2) The licensee shall provide for the safe disposal of water and other chemicals used for cleaning purposes.
- (b) All children shall be protected against hazards within the facility through provision of the following:
 - (1) Protective devices including but not limited to non-slip material on rugs.
- (c) All outdoor and indoor passageways, stairways, inclines, ramps, open porches and other areas of potential hazard shall be kept free of obstruction.
- (d) General permanent or portable storage space shall be available for the storage of crisis nursery equipment and supplies.
 - (1) Crisis nursery equipment and supplies shall be stored in this space and shall not be stored in space used to meet other requirements specified in this chapter.
- (e) Crisis nurseries serving children shall ensure the inaccessibility of pools, including swimming pools (in-ground and above-ground), fixed-in-place wading pools, hot tubs, spas, fish ponds or similar bodies of water through a pool cover as defined in Section 115921 of the Health and Safety Code, or by surrounding the pool with a fence.

86587 BUILDING AND GROUNDS (Continued)**86587**

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Section 115921(d) of the Health and Safety Code states in pertinent part:

- (d) "Approved safety pool cover" means a manually or power-operated safety pool cover that meets all of the performance standards of the American Society for Testing and Materials (ASTM), in compliance with standard F1346-91.

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- (1) Fences shall be at least five feet high and shall be constructed so that the fence does not obscure the pool from view. The bottom and sides of the fence shall comply with Division 1, Appendix Chapter 4 of the 1994 Uniform Building Code. In addition to meeting all of the aforementioned requirements for fences, gates shall swing away from the pool, self-close and have a self-latching device located no more than six inches from the top of the gate. Pool covers shall be strong enough to completely support the weight of an adult and shall be placed on the pool and locked while the pool is not in use.
 - (2) Where an above-ground pool structure is used as the fence or where the fence is mounted on top of the pool structure, the pool shall be made inaccessible when not in use by removing or making the ladder inaccessible or erecting a barricade to prevent access to decking. If a barricade is used, the barricade shall meet the requirements of Section 86587(e)(1).
 - (3) Fencing for inflatable or other portable plastic wading pools with sides low enough for children using the pool(s) to step out unassisted. These pools shall be emptied after each use
- (f) All in-ground pools, and above-ground pools which cannot be emptied after each use shall have an operative pump and filtering system.
- (g) Disinfectants, cleaning solutions, poisons, and other items that could pose a danger to children as specified on the product label shall be made inaccessible.
- (1) Storage areas for disinfectants, cleaning solutions and poisons, shall be locked.
 - (2) Firearms and other weapons shall not be allowed on or stored on the premises of a crisis nursery.
- (h) Medicines shall be stored as specified in Section 86575(b)(3) and separately from other items specified in Section 86587(g) above.
- (i) The items specified in Section 86587(g) above shall not be stored in food storage areas or in storage areas used by or for children.

86587 BUILDING AND GROUNDS (Continued)**86587**

- (j) Bedrooms shall meet, at a minimum, the following requirements:
- (1) No more than three children shall sleep in a bedroom when only cribs and toddler beds are used.
 - (2) No more than two children shall sleep in a bedroom when a twin bed is used in combination with a crib, toddler bed or another twin bed.
 - (3) Bedrooms shall be large enough to allow for easy passage and comfortable use of any required assistive devices, including but not limited to wheelchairs, between beds and other items of furniture.
 - (4) Children of the opposite sex shall not share a bedroom unless each child is under five years of age.
 - (5) No room commonly used for other purposes shall be used as a bedroom.
 - (A) Such rooms shall include but not be limited to halls, stairways, unfinished attics or basements, garages, storage areas, and sheds or similar detached buildings.
 - (6) No bedroom shall be used as a public or general passageway to another room, bath or toilet.
 - (7) No child's bedroom shall be used as a napping area by the Crisis Day Care.
- (k) Stairways, inclines, ramps, and open porches shall have hand railings and gates to prevent unsupervised climbing and shall be well lighted.
- (l) Surfaces accessible to children shall be free of lead paint.
- (m) The licensee shall prohibit smoking in the crisis nursery or on the grounds.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86587.1 OUTDOOR ACTIVITY SPACE**86587.1**

- (a) Children shall have access to safe outdoor activity space that is free from hazards to life and health.
 - (1) The licensee shall ensure inaccessibility by children of any construction or equipment that causes a hazardous situation, including but not limited to incinerators, air-conditioning equipment, water heaters, or fuse boxes.
 - (2) Free of hazards including, but not limited to, holes, broken glass and other debris, and dry grasses that pose a fire hazard.
 - (3) Sandboxes shall be inspected daily and kept free of hazardous foreign materials.
- (b) The areas around and under high climbing equipment, swings, slides and other similar equipment shall be cushioned with material which absorbs falls.
 - (1) Sand, woodchips, pea gravel or rubber mats commercially produced for this purpose, shall be permitted.
 - (2) The use of cushioning material other than that specified in (1) above shall be approved by the licensing agency in advance of installation.
- (c) The licensee shall equip the outdoor activity space with a variety of developmentally appropriate toys and equipment.
 - (1) The equipment shall be age appropriate and used in accordance with the manufacturers' instructions.
- (d) The licensee shall enclose the outdoor activity area with a fence to provide protection for children and to keep them in the outdoor activity area.
 - (1) The fence shall be at least four feet in height.

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The intent of this requirement is to keep children from leaving unnoticed without creating a hazard to the children. For example, a split rail fence is inefficient at keeping children in and a barbed wire fence presents a hazard. Therefore, both types of fencing are inappropriate.

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86587.1 OUTDOOR ACTIVITY SPACE (Continued)**86587.1**

- (e) Outdoor activity equipment shall be securely anchored to the ground unless it is portable by design.
 - (1) Equipment shall be maintained in a safe condition free of sharp, loose or pointed parts.
- (f) The outdoor activity space shall provide a shaded rest area for the children.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86587.2 INDOOR ACTIVITY SPACE**86587.2**

- (a) As a condition of licensure, there shall be common rooms, including a living room, dining room, den or other recreation/activity room, which provide the necessary space and/or separation to promote and facilitate the program of planned activities specified in Section 86579; and to prevent such activities from interfering with other functions.
 - (1) At least one such room shall be available to children for relaxation and visitation with friends and/or relatives.
 - (2) All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the crisis nursery.
- (b) The licensee shall equip the indoor activity space with a variety of equipment, materials, and toys that meet the following requirements:
 - (1) Are appropriate to the developmental needs of the children.
 - (2) Are maintained in good and clean condition.
 - (3) Are sufficient in quantity to allow children to fully participate in planned activities and have opportunities for flexible play.
 - (4) Are stored safely in the facility.
- (c) The floors of all rooms shall have a surface that is safe and clean.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES**86588**

- (a) A comfortable temperature for clients shall be maintained at all times.
 - (1) The licensee shall maintain the temperature in rooms that children occupy between a minimum of 68 degrees F (20 degrees C) and a maximum of 85 degrees F (30 degrees C).
- (b) All window screens shall be in good repair and be free of insects, dirt and other debris.
- (c) Fireplaces and open-faced heaters shall be made inaccessible to children to ensure protection of the children's safety.
 - (1) The use of a fireplace screen or similar barrier will meet this requirement.
- (d) The licensee shall provide lamps or lights as necessary in all rooms and other areas to ensure the comfort and safety of all persons in the crisis nursery.
- (e) Faucets used by children for personal care such and grooming shall deliver hot water.
 - (1) Hot water temperature controls shall be maintained to automatically regulate temperature of hot water delivered to plumbing fixtures used by clients to attain a hot water temperature of not less than 105 degrees F (40.5 degrees C) and not more than 120 degrees F (48.8 degrees C).
 - (2) Taps delivering water at 125 degrees F (51.6 degrees C) or above shall be prominently identified by warning signs.
 - (3) All toilets, hand washing and bathing facilities shall be maintained in safe and sanitary operating condition. Additional equipment, aids, and/or conveniences shall be provided in crisis nurseries accommodating physically handicapped children who need such items.
- (f) Solid waste shall be stored, located and disposed of in a manner that will not transmit communicable diseases or odors, create a nuisance, or provide a breeding place or food source for insects or rodents.
 - (1) All containers, including movable bins, used for storage of solid wastes shall have tight-fitting covers kept on the containers; shall be in good repair, shall be leak proof and rodent-proof.
 - (2) Solid waste containers, including movable bins, receiving decaying waste shall be emptied at least once per week or more often if necessary to comply with (f) above.
 - (3) Each movable bin shall provide for suitable access and a drainage device to allow complete cleaning at the storage area.
- (g) The licensee shall provide linens of various kinds necessary to meet the program of services being offered by the crisis nursery.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES 86588
(Continued)

- (h) As a condition of licensure, toilet, wash basin, bath and shower fixtures shall, at a minimum, meet the following requirements.
- (1) There shall be at least one toilet and wash basin maintained for each six persons residing in the crisis nursery, including children and staff.
 - (2) There shall be at least one shower or bathtub maintained for each ten persons residing in the crisis nursery, including children and staff.
 - (3) Toilets and bathrooms shall be located so that children do not have to go out-of-doors to have access to such accommodations.
 - (4) Individual privacy shall be provided in all toilet, bath, and shower areas.
- (i) The licensee shall provide and make readily available to each child the following furniture, equipment and supplies necessary for personal care and maintenance of personal hygiene:
- (1) An individual bed maintained in good repair; equipped with good springs and a clean mattress; and supplied with pillow(s) which are clean and in good repair.
 - (A) Fillings and covers for mattresses and pillows shall be flame retardant.
 - (B) The use trundle or bunk beds shall be prohibited.
 - (2) Clean linen in good repair, including lightweight, warm blankets and bedspreads; top and bottom bed sheets; pillow cases; mattress pads; and bath towels, hand towels and wash cloths.
 - (A) The quantity of linen provided shall permit changing the linen at least once each week, or more often when indicated to ensure that clean linen is in use by children at all times.
 - (B) Use of common towels and wash cloths shall be prohibited.
 - (C) Rubber or plastic sheeting or bed coverings should be provided when necessary.
 - (3) Items used to maintain basic personal hygiene practices, including but not limited to shampoo, non-medicated soap, toilet paper, toothbrush, toothpaste, and comb.
 - (4) Portable or permanent closets or drawer space to accommodate the child's clothing and personal belongings.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES
(Continued)**86588**

- (j) The licensee shall provide and maintain the supplies, equipment and reading material necessary to implement the planned activities.
- (k) The licensee shall provide safe fixtures, furniture, equipment, supplies, and toys.
 - (1) They shall be free from toxic materials or substances.
 - (2) They shall be in good condition, free of sharp, loose, or pointed parts.
 - (3) Any platform, step or stool used by the crisis nursery that enable children to reach shall be broad based or anchored.
 - (4) Baby walkers are prohibited.

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Section 1500.18(a)(6) of Part 1500 of Title 16 of the Code of Federal Regulations reads in pertinent part as follows:

"Any article known as a 'baby-bouncer,' 'walker-jumper,' or 'baby-walker' and any other similar article which is intended to support very young children while sitting, walking, bouncing, jumping, and/or reclining and which because of its design has any exposed parts capable of causing amputation, crushing, lacerations, fractures, hematomas, bruises, or other injuries to fingers, toes, or other parts of the anatomy of young children..."

HANDBOOK ENDS HERE

- (l) The licensee shall provide furniture which is age appropriate in type, height, and size as follows:
 - (1) Tables and chairs.
 - (2) High chairs, low wheeled feeding tables, or other furniture used for feeding an infant which meets the following requirements:
 - (A) Has broad base legs.
 - (B) Has seats and backrests made of washable, moisture resistant material.
 - (C) Has a safety strap and/or tray to secure a seated infant.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES
(Continued)**86588**

- (3) Changing tables or changing pads.
- (4) For each infant who is unable to climb from a crib, a standard crib that meets the following requirements:
 - (A) Spaces between the crib slats are no more than 2 3/8 inches.
 - (B) Crib mattresses and any bumper pads are covered with moisture resistant material.
 - (C) Bumper pads, if any, are around the entire inner portion of the crib and tied or snapped into place in at least six places.
 - (D) The crib, mattress, and any bumper pads, are in a safe condition with no exposed foam, batting, or coils.
 - (E) Is equipped with a sheet to cover the mattress and a blanket and/or sheet to cover the child, depending on the temperature.
 - (F) When an infant is in the crib, the mattress is at its lowest position and the side rail is in its highest position.
 - (G) Is arranged so that staff can see the child.
 - (H) Allows a child to stand upright.
 - (I) Are not stacked or tiered with other cribs.
- (5) An age-appropriate bed shall be provided for each child who can climb from a crib.
- (m) The licensee shall provide equipment as follows:
 - (1) Equipment purchased already assembled shall not be modified.
 - (2) Toy containers shall meet the following requirements:
 - (A) Boxes or chests shall not have lids or the hardware used to hinge lids.
 - (B) All edges and corners shall be rounded and padded.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES
(Continued)**86588**

- (C) The container shall be well ventilated.
 - (D) The container shall not be lockable.
 - (E) The container shall be in good repair and safe condition.
 - (F) Metal toy boxes shall not have rough or sharp edges and wooden toy boxes shall not have splinters and other rough areas.
- (n) The licensee shall provide the following fixtures and/or supplies:
- (1) Readily available drinking water from a non-contaminating fixture.
 - (A) Children shall be free to drink water as they wish.
 - (B) The facility may use bottled water or portable containers if (1) the water and containers are free of contamination, and (2) bottled water containers are secured to prevent tipping and breaking.
 - (2) Pacifiers that have a shield or guard large enough so that infants cannot choke on them.
- (o) The licensee shall provide toys that meet the following requirements:
- (1) Are appropriate to the developmental needs of the children.
 - (2) Are sufficient in quantity to avoid excessive competition and long waits by the children.
 - (3) Are free from sharp points, edges, or splinters.
 - (4) Are made of parts too large to be swallowed.
 - (A) Any rattles are large enough so that they cannot become lodged in an infant's throat and constructed so that they will not separate into small pieces.
 - (5) Are sufficient in variety to enhance the following:
 - (A) Intellectual and creative development.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES
(Continued)**86588**

- (B) Social development.
- (C) Auditory development.
- (D) Visual development.
- (E) Gross and fine motor development.
- (6) Are clean and safe for the children.

HANDBOOK BEGINS HERE

The Department recommends that the facility comply with the following U.S. Consumer Product Safety Commission advice for the selection and safe use of children's toys.

- (A) Avoid toys with small parts.
- (B) Look for labels that give age recommendations.
- (C) Choose toys suited to the skills, abilities and interests of the children.

HANDBOOK ENDS HERE

(p) The licensee shall arrange furniture and equipment as follows:

- (1) So that no exit is blocked.
 - (A) Placement of cribs, mats or cots, and beds shall not hinder entrance to or exit from the sleeping area.
- (2) So that toilets, potty chairs, and hand washing sinks for children are near indoor and outdoor activity spaces.
- (3) So there is a walkway and workspace between the sleeping furniture (cribs, mats or cots, and beds).
 - (A) Staff must be able to reach each child without having to step or reach over any other child.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

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